Approved For Release 2001/08/30 : CIA-RDP73-00099A000200180012-6

AGENDA

FOR

CONFERENCE OF RECORDS OFFICERS

DECEMBER 1971

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FIFTH ANNUAL CONFERENCE
OF
RECORDS MANAGEMENT OFFICERS

December 2-3, 1971

PROGRAM

THEME: "CONQUEST OF SPACE"

08:30 - 09:00	Arrival, billeting, registration, badging, etc	
09:00 - 09:10	Conference Administration [redacted]	STATINTL
09:15 - 09:25	[redacted]	STATINTL
09:30 - 10:00	Keynote Address - Mr. Robert S. Wattles	
	Coffee Break	
10:15 - 11:15	Speaker - DDP Mechanized Ma[redacted]	STATINTL
11:15 - 12:00	Panels: **Preliminary Individual Panel Meetings	
	Chairmen introduce members Chairmen set panel approach format Distribute & explain support literature Discuss plans for presentation Assign specific areas of subject matter to Panel members.	
12:00 - 13:00	Lunch	
13:00 - 13:45	Overview "Conquest of Space" - [redacted]	STATINTL
13:45 - 14:00	Introduction - Panel Workshops and Procedures [redacted]	STATINTL
14:00 - 15:00	Panels Convene:	
	Chairmen Dialogue with members Initial report (5-10 minutes from each participant Plan graphics, charts, etc. for presentation)	
15:00 - 15:15	Coke Break	
15:15 - 16:00	Panel Discussions - Continued	
16:00 - 17:00	Panels: Final preparation for presentation to Conference	

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Friday - 3 December 1971

08:30 - 09:30	Panel Presentations - orally by Panel Chairmen (5-10 minutes allotted to each chairman)	
09:30 - 09:45	Coffee Break	
09:45 - 10:45	Speaker - "CRS Records Distribution Case Study" [redacted]	STATINTL
10:45 - 12:00	Panels questions and answer exchange: Records Management Board members to Panel Chairmen or panel members Discussion from Conference floor with Records Management Board or Panel Chairmen-(Moderated by CIA Records Administration Officer)	
12:00 - 13:00	Lunch	
13:00 - 14:00	Speaker - "New Automated Payroll System" - [redacted]	STATINTL
14:00 - 14:45	Speaker - "New Automatic Cable Traffic I" - [redacted]	STATINTL
	Coffee	
15:00 - 15:45	Speaker - "SSS Role in Agency Microfilming" - [redacted]	STATINTL
15:45 - 16:15	Speaker - "Responsibilities of Records Management Officers" - [redacted]	STATINTL
16:15 - 16:30	Administrative Wrap-up	
16:30	Adieu	

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17:00 - 18:00 Attitude Adjustment Hour

18:00 - 19:00 Dinner

19:00 - 20:00 Records Center Tour - Motorized Shelving (Optional)

Attitude Adjustment - Continued

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** When the Panels convene Thurs. 11:15 the subjects to be considered by each panel are:

a) How to keep the net annual growth of each Directorate's Records Center volume below 1,000 cubic feet per year.

b) How to develop Records Retention Plans and identify "Offices of Record" in Directorate.

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